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AUTHOR Weil, Martha A.
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ABSTRACT

These three research guides present guidelines and sample exercises to help students at Washburn University of Topeka in Kansas use the library in preparing a book review, a term project, and a written or oral presentation. The guide on book reviews provides suggestions and exercises for choosing a book and finding information on the book, its author, and its subject matter. The use of "Book Review Digest," "Book Review Index," and other reference sources is described. Included in the guide on term projects are general suggestions for developing library research strategies and compiling a working bibliography for the project, exercises that can form part of the library research for a term paper, information about interlibrary loan and computer searching services, and a list of seven books that give detailed guidance for preparing term papers. The guide on written or oral presentations covers the location of background information in encyclopedias, current awareness loose-leaf services, and the library pamphlet file; the location of periodical articles by means of indexes and abstracts; and the location of books by use of the card catalog. Exercises are provided for each type of search. (ESR)

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Preparing a Book Review: A Research Guide

Preparing a Term Project: A Research Guide

Preparing a Written Or Oral Presentation: A Research Guide

Prepared by Martha A. Weil
Mabee Library
Washburn University of Topeka
Topeka, Kansas
March 1983

IR050 717

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INTRODUCTION

This guide has been created to help you use the library in preparing a book review. It begins with suggestions for choosing a book, then moves on to describing places where you can find information on the book you choose to review, its author, and supplementary or background information. The guide does not tell you how to write your review; it shows you how to do research that, it is hoped, will enable you to prepare a more interesting and effective review. The library skills you learn in doing this assignment will be useful in other work you do at the University, and beyond.

CHOOSING A BOOK

If you haven't been assigned a book to review, you will want to choose one from the collection at Mabee Library. The card catalog is the index to the book collection, and you can use it to look up books according to author, title, or subject. See the Card Catalog and Subject Catalog handouts for more detailed instructions on using this important resource.

In most cases, a quicker and equally satisfactory way of finding a book is to look in one of the collections in the Browsing Area. This is the lounge and study area immediately to the right as you enter the Library. See the Browsing Area handout for details on the books to be found here. The books in the Browsing Collection and the new books are classified according to the Library of Congress system. A key to the major subject divisions of the LC system is printed on the back of the guide to the Reference Collection. You can use this as a guide to finding books on a subject of interest to you.

EXERCISES

1. List a few subjects you might like to read and review a book on:

   A._____

   B._____

   C._____

2. Write the 2-letter paperback code or codes under which you would expect to find books on each of your subjects: (See Browsing Area handout)

   A._____ B._____ C._____

3. Go to the paperback collection and look for books on each of your subjects. Write the title and full classification code for one book you found on the shelf in each of your subjects:

   A._____ _____

   B._____ _____

   C._____ _____

4. Write the letter code or codes from the LC system under which you would expect to find books on each of your subjects: (See Reference Collection handout)

   A._____ B._____ C._____

5. Go to the Browsing Collection or the new books and look for books on each of your subjects. Write the title and classification code for one book you found on the shelf in each of your subjects:

   A._____ _____

   B._____ _____

   C._____ _____

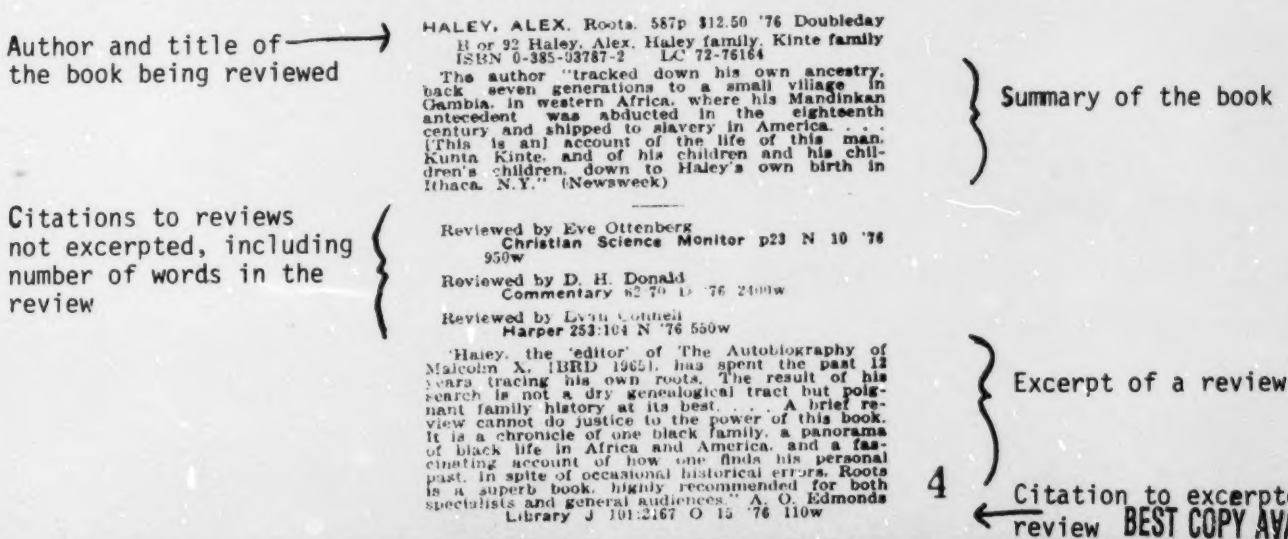
FINDING BOOK REVIEWS

You might want to find reviews of your book to see how it was received when it was first published or just to see what other reviewers have thought of it. If you refer to or use the opinions of others in your review, be sure to credit them. Failing to do this is plagiarism, a kind of theft. Your assignment will be more interesting to do and to read if you come to your own conclusions and express them in your own words.

There are indexes in the Library that are devoted exclusively to listing book reviews. Two important ones are Book Review Digest (BRD) and Book Review Index (BRI). BRD has actual excerpts of some reviews, while BRI gives the citation to the review only. BRD began publication in 1905, and it covers about 75 journals and magazines. BRI began publication in 1965 and covers approximately 200 periodicals, or roughly 3 times as many as BRD.

Both BRD and BRI cover English-language periodicals only, and they both tend to index popular, general interest publication, rather than very scholarly ones. The Library has complete sets of both of thes indexes, which are shelved on the west wall of the Index Area on the main floor. Both of them list reviews under the name of the author who wrote the book. So, to find reviews of The Magus, you would look under Fowles, John. BRD has title and subject indexes, too. Periodical abbreviations are listed at the beginning of each volume of both of these indexes.

Here is part of a sample entry from BRD:


Author and title of the book being reviewed
HALEY, ALEX. Roots. 587p $12.50 '76 Doubleday
B or 92 Haley, Alex. Haley family. Kinte family
ISBN 0-385-03787-2 LC 72-76164
The author "tracked down his own ancestry, back seven generations to a small village in Gambia, in western Africa, where his Mandinkan antecedent was abducted in the eighteenth century and shipped to slavery in America. . . . [This is an] account of the life of this man, Kunta Kinte, and of his children and his children's children, down to Haley's own birth in Ithaca, N.Y." (Newsweek)
Summary of the book
Citations to reviews not excerpted, including number of words in the review
Reviewed by Eve Ottenberg
Christian Science Monitor p23 N 10 '76 950w
Reviewed by D. H. Donald
Commentary p2 70 D '76 2400w
Reviewed by Lynn Connell
Harper 253:104 N '76 550w
'Haley, the 'editor' of 'The Autobiography of Malcolm X, [BRD 1965], has spent the past 12 years tracing his own roots. The result of his search is not a dry genealogical tract but poignant family history at its best. . . . A brief review cannot do justice to the power of this book. It is a chronicle of one black family, a panorama of black life in Africa and America, and a fascinating account of how one finds his personal past, in spite of occasional historical errors. Roots is a superb book, highly recommended for both specialists and general audiences." A. O. Edmonds
Library J 101:2167 O 15 '76 110w
Excerpt of a review
4
Citation to excerpted review

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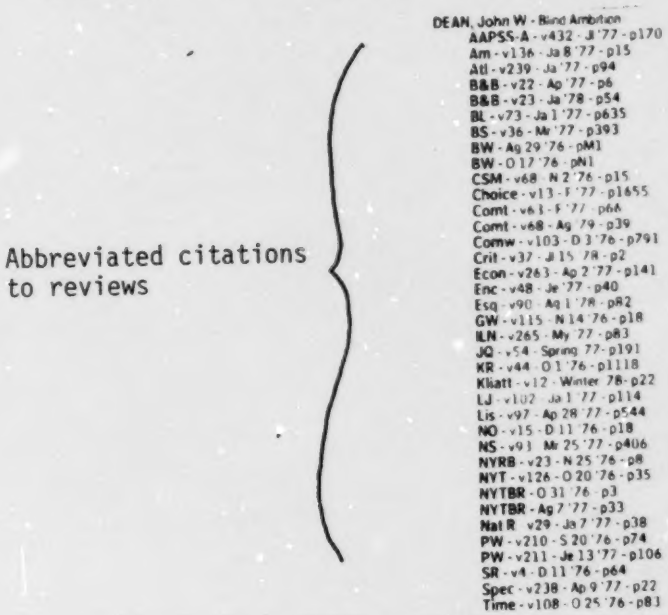
Here is part of a sample entry from BRI:


DEAN, John W - Blind Ambition
AAPSS-A - v432 - Jl '77 - p170
Am - v136 - Ja 8 '77 - p15
Atl - v239 - Ja '77 - p94
B&B - v22 - Ap '77 - p6
B&B - v23 - Ja '78 - p54
BL - v73 - Ja 1 '77 - p635
BS - v36 - Mr '77 - p393
BW - Ag 29 '76 - pM1
BW - O 17 '76 - pN1
CSM - v68 - N 2 '76 - p15
Choice - v13 - F '77 - p1655
Comt - v63 - F '77 - p66
Comt - v68 - Ag '79 - p39
Comw - v103 - D 3 '76 - p791
Crit - v37 - Jl 15 '78 - p2
Econ - v263 - Ap 2 '77 - p141
Enc - v48 - Je '77 - p40
Esq - v90 - Ag 1 '78 - p82
GW - v115 - N 14 '76 - p18
ILN - v265 - My '77 - p83
JQ - v54 - Spring 77 - p191
KR - v44 - O 1 '76 - p1118
Kliatt - v12 - Winter 78 - p22
LJ - v102 - Ja 1 '77 - p114
Lis - v97 - Ap 28 '77 - p544
NO - v15 - D 11 '76 - p18
NS - v91 - Mr 25 '77 - p406
NYRB - v23 - N 25 '76 - p8
NYT - v126 - O 20 '76 - p35
NYTBR - O 31 '76 - p3
NYTBR - Ag 7 '77 - p33
Nat R - v29 - Ja 7 '77 - p38
PW - v210 - S 20 '76 - p74
PW - v211 - Je 13 '77 - p106
SR - v4 - D 11 '76 - p64
Spec - v238 - Ap 9 '77 - p22
Time - v108 - O 25 '76 - p83

← Author and title of the book being reviewed

Abbreviated citations to reviews

BRD has occasional cummulative indexes that cover several years. The most comprehensive one is the Cumulated Author and Title Index for 1905-1974. It has four volumes and lists authors and titles both in one alphabet (like the author-title catalog at Mabee Library), with reference to the year in which each title was listed in BRD.

There is another cumulated index which covers BRD as well as a few individual periodical sources of reviews. This is the National Library Service Cumulative Book Review Index 1905-1974. It has six volumes; three of author and three of title listings. Sources are abbreviated, with a key at the front of the first author and the first title volumes. These indexes are located along the same wall as BRD and BRI. They are useful if you don't know for sure when your book was published or when you don't find a review in the year you expect to. If a book is published near the end of one year, it may not be reviewed until the next. Also, it may take several months from the time of publication for reviews to appear.

You can pinpoint the time your book was published by looking it up in the card catalog. The publication date and/or the copyright date of the book is indicated on the card.

EXERCISES FOR BRD & BRI

1. Look for your book in BRD. Use the cumulative index, if necessary. Give the year(s) of the volume(s) of BRD where you found citations to reviews and the number(s) of the pages where you found them. If you didn't find your book listed, give the years(s) of the volume(s) you looked in.

   _____ _____

2. Give citations to two reviews of your book from BRD. Give the year of the volume and the page of BRD where you found them.

   A. _____

   B. _____

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3. Look for your book in BRI. Give the year(s) of the volume of BRI where you found citations to reviews of your book. What page(s) were the citations on? If you didn't find your book, indicate that below and give the year(s) of the volume(s) you looked in.

_____

4. Which index (BRD or BRI) listed more reviews of your book?_____

For scholarly reviews, try An Index to Book Reviews in the Humanities. It covers about 600 scholarly journals, most, but not all, in English. The Library has this index starting in 1971. "Humanities" does not include history, but it does cover biography, personal narratives and memoirs, as well as the usual subjects of art, philosophy, architecture, literature, music, and so on. The periodicals covered are identified in the citations by a number and a letter abbreviation. The key to these codes is at the front of each volume.

Aside from these indexes there are several other places where you might look for citations to book reviews. Since book reviews appear in periodicals, periodical indexes and abstracts can be a good source. The Readers's Guide to Periodcal Literature and Magazine Index, for example, list reviews that appear in general interest periodicals. Indexes and abstracts to scholarly periodicals usually list book reviews, often in a seperate section in the back. The Cumulative Index to Nursing and Allied Health Literature, Social Sciences Index, Business Periodicals Index, Education Index, Psychological Abstracts, America: History and Life, and Sociological Abstracts are examples of sources that have sections devoted to book reviews. The MLA Bibliography is an index to literary criticism, articles or books with a more detailed analysis than is usual in book reviews. All of these indexes and abstracts are in the Index Area on the main floor of the Library.

Although this guide is not designed to help with the actual writing of your book review, there are many materials in the Library that can assist you with this. Here are some suggestions:

If you want to examine sample reviews of scholarly books, you could use Ulrich's International Guide to Periodicals, at the Reference Desk. You can look up a particular periodical by title or you can use a subject approach to find journals that publish book reviews on topics similar to yours.

In the Reference Collection under PN, you will find books with general information on writing reviews. Two examples are A Short Guide to Writing a Critical Review and Writing About Literature and Film. Materials in the Reference Collection don't circulate. For books you can check out, look in the subject catalog under "Book reviewing."

There are also audio-visual materials in the Library that can help you with writing a book review. One of these is a videotape series of talks on "How to Read a Book." The tapes are shelved in the A-V Area, below the A-V Catalog, and each discusses a different facet of critical reading.

FINDING SUPPLEMENTARY INFORMATION

You may want to include information about your author in your book review, either to verify her or his credentials for writing the book or because such information sheds interesting light on some aspect of the book. Perhaps reading the book has made you curious about its author. You might

also want to place your book in its historical or social context.

There are many sources of summary biographical information. Don't forget that general or specialized encyclopedias may be a good place to look. Individual sources also exist for different categories of people. Since biographical information changes, most of these sources are published in series and updated periodically.

Whether an author is living or not at the time a particular issue is published can determine where or not she or he is included. For example, the Who's Who series lists only living people. People no longer living are listed in Who Was Who. The Contemporary Authors series lists living authors and has a separate "Permanent" series to cover authors who are inactive or who have died. The New York Times Obituaries index, obviously, includes no living people. The Current Biography series includes both obituaries and biographical sketches of living people.

Another organizing category is the field in which a person is active. Besides Contemporary Authors, which covers people who have written notable books, there are such sources as American Men and Women of Science, which covers the social as well as the physical and biological sciences, and several volumes of the Who's Who series such as Who's Who in Finance and Industry or Who's Who Among Elementary School Principals. Categories like race, sex, or country or origin may be used, too. Some examples of sources arranged according to these categories are Who's Who Among Black Americans, Notable American Women, and Who's Who in France.

These categories can be helpful in deciding where to begin looking for biographical information, but the task can be simplified even further by consulting the Who's Who Index, which covers all the Who's Who publications, or Biography Master Index (BMI). These Indexes, as well as most of the examples of sources in this section, are located in the Reference Collection on the main floor of the Library. BMI covers most of the example sources discussed in this section. When you look up your author's name, you will find a coded listing of which sources have information on him or her and which issue of the source it appeared in. The codes are decoded on the endpapers (inside the front and back covers) of the book.

The entries in these sources may consist of only short paragraphs, or they may be several pages long. Some sources include a bibliography of other sources to check for futher information.

EXERCISES FOR BIOGRAPHICAL SOURCES

1. Look up your author in BMI. Below write the coded entries for the locations of biographical information on your author: (list a maximum of 3)

   _____ _____ _____

2. After consulting the endpapers of BMI, write the full names of your sources:

   _____

   _____

   _____

3. Look up your author in each of the sources. Which source gives you the best information?

_____

4. If your author is not listed in BMI, try to find him or her in one of the sources listed in this guide. (You may ask a reference librarian for help). List the name of the source you found your author in and the page on which the entry starts. If you are unable to find you author, list the names of 3 sources you checked:

_____

_____

_____

Supplementary historical or background information is available in variety of places. You might look in Facts on File, Congressional Quarterly Almanac, or the New York Times Index for summaries of fairly recent events in the news. You could check Magazine Index for articles in periodicals on issues of current interest. There are historical chronologies, such as the Timetables of American History, for events of longer ago. Handbooks such as the Oxford Companion series or the Handbook of American Popular Culture summarize information in a variety of fields. General encyclopedias like the Britannica or the Americana are an obvious place to look for background information. Specialized encyclopedias like the Encyclopedia of Bioethics or the International Encyclopedia of the Social Sciences can be helpful. All of these materials and many others are in the Reference Collection. A reference librarian can help you use them and can suggest the best sources for your particular information needs.

EXERCISES FOR BACKGOUND INFORMATION

1. What are some questions you have about the subject or the setting of your book that the book itself didn't answer?

_____

_____

_____

2. Find some background information that answers these questions. List below the source where you found the information: (Give title, volume, and page number)

_____

Preparing a Term Project: A Research Guide

INTRODUCTION

This guide will help you to make profitable use of the resources of Mabee Library in preparing a major research project. It includes general suggestions for research strategy, exercises that can form a part of your research, and information about inter-library loan and literature searching by computer. At the end of the guide is a list of some books in the Library's collection that give detailed information and guidance for preparing term papers.

PRELIMINARY RESEARCH

There are many benefits in beginning a major research project with background, or preliminary, research. In the course of your preliminary research, you will make discoveries about how knowledge in a particular discipline is organized, what special terminology is used in the discipline, which issues are important in relation to your topic, and who are the important figures in relation to your topic. You will be able to identify aspects of your subject that are particularly interesting to you, and you will be able to gauge how much information is available on various aspects of your topic. Good research preparation is also bebeficial to the actual writing of your paper. Most of your thinking and organizing will be done by the time you are ready to write, and you will be able to concentrate on expressing your ideas and findings clearly.

SOURCES FOR PRELIMINARY RESEARCH

Several kinds of sources can be used in doing preliminary research. You may already be familiar with some of them. Which ones you use will depend on the nature of your topic and how you plan to approach it.

An encyclopedia, either general or specialized, is an obvious place to look for background or overview information on a variety of topics. You may have been discouraged from using encyclopedias for research since they are not primary sources that you would quote in your final paper or list in a bibliography. They are often an excellent source for preliminary research information, though, and many encyclopedia articles include bibliographies of primary source material.

In addition to familiar general encyclopedias like the Britannica and the World Book or Americana, there are a number of specialized encyclopedias at Mabee Library. Some examples are the Encyclopedia of Educational Research, the Encyclopedia of Bioethics, Grove's Dictionary of Music and Musicians, the International Encyclopedia of Social Science, and the McGraw-Hill Encyclopedia of Science and Technology. Aside from encyclopedias, there are many books in the Reference Collection that can help with preliminary research. Handbooks and chronologies, summaries of literary criticism, biographical sources, almanacs, and dictionaries are examples of sources that you might use.

Newspaper indexes or loose-leaf services give current events information, including summaries of important happenings. They can be used retrospectively to locate details on events of the past. The New York Times Index can be an excellent source of significant names and dates which form an abbreviated chronology for many events and issues of national importance.

Mabee Library has a number of loose-leaf services in its Reference Collection. Most are issued weekly with cumulative indexing for a year at a time. Some titles are Facts on File and Editorials on File, for news and opinion, CQ Weekly Reports, for information on legislation before the US Congress,

and Editorial Research Reports, for substantive essays on a wide variety of topics of current interest. Standard and Poor's and Moody's each have loose-leaf services for information on US companies which supplement their respective Corporation Reports and Manuals.

Checking the subject card catalog gives an idea of how relevant material is organized and how much information is available in the Library's book collection. See the hand-outs on the Card Catalog and on Searching the Subject Catalog for guidance in using this important tool.

A quick check of periodical indexes or abstracts can give an overview of relevant terminology as well as suggesting aspects of your subject that you might want to write about. You can get an idea of how much information is available on various aspects of your subject this way, too. In addition to general interest indexes, like Magazine Index and the Reader's Guide to Periodical Literature, there are dozens of specialized indexes and abstracts in the Library. See the hand-out on Indexes and Abstracts for explanations of how to use these tools and a partial list of titles available.

Some indexes use the same terminology as the card catalog for arranging their contents, but others do not. You will need to be creative in locating all the information you need. A reference librarian can help you with this and with using any materials in the Library. Reference librarians are also good people to go to when you are having trouble finding material on your topic or when you are not sure where to start or what to do next. All reference librarians are trained in research methods as well as having a thorough knowledge of the resources in Mabee Library. Their job is to help you. Even very sophisticated library users are usually able to do a better job of their research when they consult a reference librarian.

For the exercises in this guide, use the citation formats specified by your professor. If no format has been specified, use the ones for biliography entries in either of Kate Turabian's books, A Manual for Writers of Term Papers, Theses, and Dissertations, 4th edition, or Student's Guide for Writing College Papers, 3rd edition. See the card catalog or the list of books at the end of this guide for call numbers and locations of these books.
For books by one author, the Turabian format is:

> Author's last name, First name. Title of the Book. Place of Publication: Name of the Publisher, Date of Publication.

Here is an example:

> Seward, James H. Tragic Vision in Romeo and Juliet. Washington, D.C.: Consortium Press, 1973.

For journal articles, Turabian's format is:

> Author's last name, First name. "Title of the Article." Title of the Journal volume number (Month year) Page numbers of the article.

Here is an example:

> Brown, B. Bradford. "The Extent and Effects of Peer Pressure Among High School Students: A Retrospective Analysis." Journal of Youth and Adolenscence 11 (April 1982) 121-33.

Formats for other kinds of citations, such as for books with no named author, for material quoted from another source, for book reviews, for encyclopedia articles, and for newspaper articles, are also given in the Turabian books. Be sure to use the format appropriate for your material in each case.

EXERCISES FOR PRELIMINARY RESEARCH

1. Write below a brief statement of your provisional topic. Give your thesis statement, if possible. Be specific.

_____

_____

_____

2. Look for background information relevant to your topic. If you are unable to find enough information on your own, ask a reference librarian to help you. Below, write the citations to three articles you found with information relevent to your topic:

A. _____

_____

B. _____

_____

C. _____

_____

3. Check the subject card catalog for books on your topic. What are some subject headings that you used? Include subheadings, if any.

A. _____

B. _____

C. _____

4. Approximately how many books did you find listed in the catalog that may have information you can use in your paper?

NONE____ FEW_____ SEVERAL_____ MANY_____

5. List the names of a maximum of three periodical indexes or abstracts that are likely to cover material on your topic. Ask a reference librarian if you are unsure which to use.

A. _____

B. _____

C. _____

6. In one of the sources listed in question three, find a few subject headings for material relevant to your topic. Write them below, including subheadings, if any.

A. _____

B. _____

C. _____

7. After answering the previous questions, have you decided to change your topic in any way?

YES_____ NO_____

8. If you have decided to change your topic, write a brief statement of your new topic below. Remember to be specific.

_____

_____

_____

COMPILING A WOPKING BIBLIOGRAPHY

Your working bibliography is the list of sources you are using for your research. This list will change as you examine the different materials on it. Some will be dropped because they are not useful; others will be added from the bibliographies in useful sources or from the reference materials that you consult.

If you will be preparing a bibliogrpahy for your paper, it will save time and frustration to write the citations in your working bibliography as they will appear in the final version of your paper. There are many methods of keying notes and quotes to their source citations. See the list of books at the end of this guide for sources of ideas on notation.

Many of the sources discussed under preliminary research will be used in developing your working bibliography. Articles in encyclopedias, handbooks, and biographical dictionaries often have lists of works to consult for further information. There are also books in the Reference Collection which consist entirely of lists of sources on a particular topic. Here are a few examples: Afro-American History: A Bibliography; Marihuana: An Annotated Bibliography; The Professional and Scientific Literature on Patient Education. When you find a promising book on your topic in one of these lists, you will need to look in the card catalog to see if it is in the Mabee Library collection. See the section in this guide on inter-library loan for information about obtaining materials not in our collection.

Many of these lists include citations to journal articles as well as to books. If you aren't sure how to tell which kind of citation is which, ask a reference librarian to show you. Referring to the examples of Turabian formats in this guide may help, too. To find out if we have an article you want to look at, check the periodical print-out. If you are unfamiliar with the print-out, see the hand-out on Periodicals for an explanation of how to use it.

Articles in scholarly journals will have bibliographies of articles that the authors found useful or relevant in writing the article. You might find some of them helpful, too.

EXERCISES FOR COMPILING A WORKING BIBLIOGRAPHY

1. Give citations to three periodical articles relevant to your topic. For each one , give the name of the index where you found it, the year or volume number of the index, and the number of the page it is on. For Magazine Index or Business Index, give the subject heading and subheading, if any, under which you found the article.

A. Article: _____

_____

Index: _____

B. Article: _____

_____

_____

Index: _____

C. Article: _____

_____

_____

Index: _____

2. Using one of the articles you found in exercise one above, find an article in the bibliography that is relevant to your topic. Below, indicate which article from exercise 1 you used as your source, and cite the article you found.

Found in the bibliography of (circle one): A B C

Article: _____

_____

_____

3. Cite three non-periodical sources of information on your topic. Tell where you found each one; for example, in the card catalog, in a printed bibliography, or in a periodical article. If you found it in a printed source, give the citation to the source and the page number on which you found the reference.

A. Non-periodical source: _____

_____

Where found: _____

_____

B. Non-periodical source: _____

_____

Where found: _____

_____

C. Non-periodical source: _____

_____

Where found: _____

_____

INTER-LIBRARY LOAN

The materials in the Mabee Library collection are selected to support the studies and research of Washburn University faculty and students. This means that while the collection is very strong in some areas of scholarship, it has less information in others; and sometimes, depending on your topic, you will need materials not available at Mabee Library.

It is usually possible to locate such material in the collection of another library and arrange to borrow it. The service that coordinates this borrowing, as well as the lending that Mabee Library does to other libraries, is inter-library loan. It usually takes a minimum of two weeks to obtain material on inter-library loan, which is one more good reason not to leave your research to the last minute.

Before making an inter-library loan request, check the card catalog or the periodical print-out to be sure that the material you need is not in Mabee Library's collection. Don't make assumptions about what is or is not in the collection; you might be surprised. In conformity with the American Library Association's inter-library loan policy, requests will not be processed for materials in our collection that are checked out. Have a hold placed on such material at the Circulation Desk.

See the hand-out on the Reference Desk for more information on inter-library loan, including an explanation of copyright restrictions which may apply to requests. This service can expand your research opportunities far beyond the resources at Mabee Library. It will be most helpful to you when you know the exact citation to the material you need and request it well in advance of the deadline by which you must have it.

COMPUTER SEARCHING

Another service that expands your reach beyond the resources housed in Mabee Library is literature searching by computer. Over 100 databases can be searched from the microcomputer at the Library. The databases themselves are in computers in other parts of the country, which are connected to the Library by telephone lines. Searches are conducted by reference librarians, who determine which databases are most likely to provide the answer to each search question.

A computer search is not a good approach to every research question. It is not a good way to answer broad background questions like "What is the history of the Vietnam War?," "How did the human nervous system evolve?," or "What are the principles of x-ray crystallography?" for example. Usually, a computer search is most effective when you have done enough background research to have a fairly specific topic in mind. The computer is very good for up-dating print sources or for combining concepts that are not combined in a print index. Questions like "What has been written in the last five years on the relationship between diet and hypertension?," "How are companies using consultants for organizational development?," or "How is sex role stereotyping being dealt with in current curriculum materials?" are well suited to searching by computer.

The result of a search will be a bibliography, often with abstracts. About ten days' time is required from the time you request a search until your printed bibliography is delivered. See the handout on Computer Searching for further information on this service, including a partial list of databases available. You may need to request some of the articles from your computer-produced bibliography on inter-library loan. Remember to allow enough time for this in planning your overall research strategy.

TERM PAPER GUIDES IN MABEE LIBRARY

Here is a partial list of books in Mabee Library that give general information and guidance on preparing term papers. More guides, including specialized ones for such subjects as economics, education, chemistry, music, and history can be found by looking in the subject card catalog under "Report writing" or "Research."

In addition to books, there is a filmstrip, FS 359, by James W. Lea, entitled "Writing a Research Paper, Manuscript Form, and Documentation," published in 1975 by Everett/Edwards. It is available in the Audio-Visual Area on the main floor of the Library.

808.02 A153g — Allen, George. The Graduate Students' Guide to Theses and Dissertations; A Practical Manual for Writing and Research. San Francisco: Jossey-Bass, 1973.

LB 2369 .A635 1978 — Anderson, Kenneth. A Handbook for the Preparation of Research Reports and Theses. Washington, D.C.: University Press of America, 1978.

LB 2369 .C3 1978 — Campbell, William. Form and Style: Theses, Reports, Term Papers. Boston: Houghton Mifflin, 1978.

*Ref. LB 2369 .M53 — Modern Language Association of America. New York: MLA Handbook for Writers of Research Papers, Theses, and Dissertations. Modern Language Association, 1977.

*Ref. LB 2369 .T8 1973 — Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. 4th ed. Chicago: University of Chicago Press, 1973.

*Ref. LB 2369 .T82 1976 — Turabian, Kate L. Student's Guide for Writing College Papers. 3rd ed. Chicago: University of Chicago Press, 1976.

LB 2369 .W53 — Willis, Hulon. Writing Term Papers: The Research Paper, the Critical Paper. New York: Harcourt Brace Jovanovich, 1977.

*Copies at the Reference Desk and also in the stacks under the same call number.

Preparing A Written Or Oral Presentation: A Research Guide

INTRODUCTION

This guide has been prepared to help you use the library in gathering information for an oral presentation or a short research paper. Your research strategy, the way you go about gathering this information, can vary considerably. Different topics require different approaches. You will have to choose the information and sources from this guide that are most useful in each instance.

The exercises in this guide are designed to help you do this. Many of the exercises require that you give citations to books or to periodical articles. It is a good practice to note full citations as you go about your research. This can help you avoid backtracking or duplicating your work, it can be a source of new leads, and it will save a great deal of time if you will be preparing a bibliography as part of your assignment. The format you are to use in citing your sources may have been specified as part of your assignment. If it has been, then use that format in completing these exercises. If no format has been specified, then use the formats in the most current edition of the Student's Guide for Writing College Papers, by Kate L. Turabian. A copy of this is available at the Reference Desk, and there are others in the stacks.

BACKGROUND SOURCES

In preparing your oral or written presentation, you will want background information on your topic, and you may need very current information, as well. There are many places to look for background information. It is a good idea to use several of them, if possible. This will help you to find an aspect of your subject that interests you, and focusing on something that interests you will make your project more enjoyable to do and more interesting to your audience.

Looking at several sources will also give you a chance to see how much information is available on your topic. This can save you time in the long run because you will be able to see quickly whether you need to change your topic for lack of information or whether you need to narrow it because there is too much information to cover adequately in the time or space available for your presentation.

Here are several places to look for basic information on your topic:

Encyclopedias -- Both general and specialized encyclopedias can be good sources to consult when you need an overview or an introduction to an unfamiliar subject. Encyclopedias are not useful for very current information, but if you want a summary of how a solar cell works, or of research on UFOs, or of the history of cathedral architecture, for example, a general encyclopedia like the Britannica, the Americana, or World Book, would be a good place to look. General encyclopedias, despite their usefulness, are often not acceptable for inclusion in bibliographies. Mabee Library has specialized encyclopedias on countries, like China, Africa, and the Soviet Union, and on subjects as diverse as social science, evolution, costume, philosophy, and educational research. Most of the encyclopedias are in the Reference Collection, and a reference librarian can help you find the one that will be most useful to you.

Current-awareness Loose-leaf Services -- As their name suggests, these materials are useful for information on current events. They also have historical value for researching "current events" of the past. All of the following services are in the Reference Collection, and all have subject indexes.

The news is summarized in Facts on File, which comes out every two weeks. Editorials on File is a related publication which reprints editorials and editorial cartoons from newspapers around the country. It includes brief summaries of the news stories which are the basis for each set of editorials. Many points of view are represented in the materials collected for reprinting.

The activities of the US Congress are summarized in CQ Weekly Reports, which is derived from the Congressional Record. The Congressional Record ia the unofficial proceedings, day by day, of the US House and Senate. For each year, a CQ Almanac is issued, which summarizes legislative activity for the year, and also has essays on legislative issues and activities. The voting records of members of Congress are given for major bills.

Another loose-leaf service is Background Notes on the Countries of the World, prepared by the US State Deptment. Each entry has a map and summary information in statistical and narrative form on the history, geography, climate, economics, government, politics, and foreign relations of each country. Often, suggestions for further reading are included.

Pamphlet File -- Mabee Library has a collection of ephemeral material, brochures, pamphlets, and booklets of less than 50 pages in length which are arranged by subject and stored in vertical file cabinets behind the Reference Desk. These materials are not cataloged, but there is a list of subject headings used in the Pamphlet File at the Reference Desk. The Pamphlet File can be especially helpful because an attempt is made to include materials that reflect different points of view on subjects covered See the handout on the Pamphlet File for further information on this resource.

One important item in the Pamphlet File is Editorial Research Reports. Each report in this weekly series deals with a subject of current interest. In 1981, reports appeared on such diverse topics as "Women in the Military," "Shoplifting," "Sex Education," "Sleep Research," "Agriculture: Key to Poland's Future," "Trends in Advertising," "Banking Deregulation," and "Controlling Nuclear Proliferation." Each report outlines the issues involved in its subject and discusses background and probable future developments. Reports often include illustrations and statistics, and each has a brief, current bibliography.

Current reports are filed by subject in the Pamphlet File. At the end of each year, a bound volume containing all the reports published during the year is received and shelved in the Reference Collection. The annual volumes have a subject index which is cumulative, listing all the reports in the series. Mabee Library has been receiving Editorial Research Reports since 1977.

If your presentation is to be very short, you may find enough information in background sources. There are many sources in the Reference Collection that haven't been discussed in this guide. If you have trouble finding background information on your topic, ask a reference librarian for help.

EXERCISES FOR BACKGROUND SOURCES

1. Write below a brief statement of your topic. Be specific.

_____

_____

_____

2. Look for background information on your topic, using sources discussed in the preceeding section. If you are unable to find anything relevant on your own, ask a reference librarian to help you. Below, write the citations to 3 articles you found on your topic:

_____

_____

_____

3. After examining these sources, have you decided to change your topic by narrowing it, broadening it, or changing to something completely different?

_____yes _____no

4. If you have decided to change your topic in some way, write a brief statement on your new topic below:

_____

_____

_____

PERIODICALS AND BOOKS

Depending on what your topic is, you may find that your best source of information is periodical articles. A "periodical" is anything published regularly, at least twice a year so, this includes newspapers, magazines, and scholarly journals. Articles in periodicals are more detailed and more finely focused than the information in background sources. They are more current than books, although books have a broader scope.

The way to get access to periodical articles is through indexes or abstracts. An index gives only citations to articles, while an abstract gives the citation plus a short summary of the article itself. The indexes and abstracts are located, logically enough, in the Index Area, behind the Reference Collection on the main floor of the Library.

A quick check of a few indexes can be very helpful in finding out how much information is available on your topic. You will also be able to see, in many cases, which aspects of your subject have been written about most. This may help you in defining your topic.

Which indexes or abstracts to use will depend on what your topic is and what kind of treatment you plan to give it. General indexes like the Reader's Guide to Periodical Literature and Magazine Index, cover popular interest periodicals ranging from Time and Newsweek to Scientific American and Psychology Today. There are also indexes for more specialized or scholarly publications. See the handout on Indexes and Abstracts for information on how to use these tools as well as a partial listing of sources available at the Library. All indexes and abstracts are arranged by subject; some have author entries, as well. You may need to be creative in finding the terms used to index your subject of interest. The terms may be different in different indexes, but most indexes have "see" and "see also" references to help you. A reference librarian can suggest appropriate indexes for you to use and can help you learn to use them.

EXERCISES FOR PERIODICAL INDEXES AND ABSTRACTS

1. Below, list the titles of 2 or 3 indexes or abstracts at Mabee Library that are likely to have citations to articles related to your topic:

   _____

   _____

   _____

2. Using one of the indexes or abstracts you identified in question 1, look for articles on your topic. Below write the name of the index or abstract you used, and list a maximum of 3 subject headings that you looked under for articles on your topic:

   Index or abstract used: _____

   Subject headings: _____

   _____

   _____

3. Below, give the citations to 3 articles you found in periodical indexes or abstracts (not necessarily the ones you selected in questions 1 and 2). Expand the abbreviations in the index or abstract citation, and give the name and the year or volume number of the index or abstract where you found each citation:

   A. Index or abstract: _____

      Citation: _____

      _____

B. Index or abstract: _____

Citation: _____

_____

C. Index or abstract: _____

Citation: _____

_____

One title in the periodical collection that can be especially helpful for some kinds of brief presentations is Congressional Digest. This publication includes a pro-and-con discussion of one issue facing Congress each month. Background information and a brief description of existing and proposed legislation are included, then excerpts from testimony before Congressional committees by individuals and members of organizations with differing interests are presented. Recent topics covered include "Controversy Over the Clean Air Act," with testimony by representatives of the Environmental Protection Agency, the National Clean Air Coalition, and General Motors; "Proposed Automobile 'Domestic Content' Legislation," with comments by the Presidents of the United Auto Workers and the American International Automobile Dealers Association, and the "Proposed Balanced-Budget Constitutional Amendment," with testimony by several senators of national prominence and an overview article on the recent history of the federal budget.

FINDING BOOKS

Sometimes you will want to read a few books on the topic of your presentation or paper. The index to the book collection at Mabee Library is the card catalog. You can use it to locate books by author, title, or subject. See the handouts on the Card Catalog and on Searching the Subject Catalog for details about how to use the catalog. Always feel free to ask a reference librarian for help if you don't find what you're looking for in the catalog. If Mabee Library doesn't have the materials you need, we may be able to borrow them from another library, on interlibrary loan. This process takes about two weeks. If you are interested in interlibrary loan, see a reference librarian.

EXERCISES FOR THE CARD CATALOG

1. Below, list a maximum of 3 subject headings from the card catalog that are related to your topic:

   _____

   _____

   _____

2. Choose one book that you want to use in preparing your presentation. Using the information on the catalog card for the book, give the citation to the book you have chosen:

   _____

   _____